

# Workshops

## January - March 2015

★ **Nephi Employment Center**  
**625 N. Main • Nephi**  
**435-623-1927**

Register for  
 reserved seating.  
 Walk-ins  
 welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING:	
January 5	2:00 PM–4:00 PM
February 2	2:00 PM–4:00 PM
March 2	2:00 PM–4:00 PM
INTERVIEWING SKILLS:	
January 12	2:00 PM–4:00 PM
February 9	2:00 PM–4:00 PM
March 9	2:00 PM–4:00 PM
JOB SEARCHING WITH TECHNOLOGY:	
January 21	2:00 PM–4:00 PM
February 18	2:00 PM–4:00 PM
March 16	2:00 PM–4:00 PM
NETWORKING STRATEGIES:	
January 26	2:00 PM–4:00 PM
February 23	2:00 PM–4:00 PM
March 23	2:00 PM–4:00 PM
EMPLOYMENT ESSENTIALS:	
January 29	10:00 AM–12:00 PM
February 26	10:00 AM–12:00 PM
March 26	10:00 AM–12:00 PM

**RESUMÉ WRITING:** Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

**OPEN RESUMÉ AND INTERVIEW LAB:** Come prepared and dressed for a mock interview and get additional resumé help.  
*\*Prerequisite — must have taken the Resumé or Interview workshop. No registration necessary. First-come, first-served.*

**JOB SEARCHING WITH TECHNOLOGY:** Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.

**NETWORKING STRATEGIES:** Learn how to design and implement a networking plan.

**EMPLOYMENT ESSENTIALS:** Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.  
 Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.